

## Council Transition

Effective:

Last Updated: 03/21/2017

### PREAMBLE

The transition process should consist of four components: the written report, the turnover meeting (by position), attendance at one of the preceding Council's meetings, and changing the signing authority on Council's account.

### POLICY

The report should include: outline of the year, successes and failures, budget, assets/inventory list, recommendations for future programs, and other pertinent information (see second and third pages for more information);

In the turnover meeting, the outgoing Council members will meet with their incoming equivalents to discuss the role. This meeting is necessary to open up the lines of communication between the incoming and outgoing members of Council, and to ensure they are comfortable communicating with each other until the end of the year and throughout the summer;

The attendance of the incoming Council at an outgoing Council's meeting is crucial for experiential learning of how decisions are made, information is shared, etc. It also provides the incoming Council an opportunity to discuss how they want their council meetings to run next year.

Council is required to pass signing authority to the incoming executive, as outlined in the constitution. Contact the Council's banking institution to determine what is required for this process. In general, government-issued photo ID will be required. This process generally takes place at the beginning of April.

### PROCEDURE

All questions regarding **Council Transition** can be forwarded to the Programming Coordinator in the Office of Residence Education and Programs or the Residence Manager.

## Report Example

In the year-end report, it is important to include:

- A list of planned events that took place. Include information like attendance, how it ran, the problems faced, and contacts used for the event;
- A list of events that were not originally planned, but ultimately took place. Include information like attendance, how it ran, the problems faced, and contacts used for the event. Be sure to give reasons for the creation of these events and where the demand originated from;
- A list of events that were planned, but did not run. Give reasons why these programs were not run and/or the difficulties and obstructions that were faced in preparation for them;
- A list of suggestions the incoming Commissioner (or equivalent) should know before assuming the role. Problems the Commissioner will face in the upcoming year could also be included, as well as possible solutions;
- A budget that outlines expenses and remaining funds.

Keep in mind that incoming Council members will be reading these, most of whom have never run a commission before.

## EXAMPLE

Name  
Title  
Residence Hall  
Year-End Report  
Date

### Events Run: From Programming Calendar

- Campus Safety Day
  - Attendance: 43
  - Pros: Created awareness of dangerous locations on campus
  - Cons: Formal Lounge was booked at time, had to use floor lounge
  - Contacts: Jeremy Grey, CCPS, x85555
  
- AIDS Awareness Speaker
  - Attendance: 128
  - Pros: Well advertised and attended
  - Cons: No Council support
  - Contacts: John Beckwith, AIDS Canada, 519-555-1234

## Events Run: Not from Programming Calendar

- Remembrance Day Celebration
- Attendance: 87
- Pros: Able to get a WWII Veteran to come talk to students
- Cons: Little to no organization
- Contacts: William Cleary, 519-555-5678
- Need for Remembrance Day celebration in Residence

## Events Not Run:

- Residence Walk-Homes
- Little to no need for it in Residence Hall with the promotion of Foot Patrol
- Not entirely feasible

## Suggestions:

- Guest Speakers are good if the attendance is there
- Include some sort of food in presentations
- Advertising in the Dining Hall during dinner was AWESOME and EFFECTIVE!!!

## Budget:

Campus Safety Day:	\$250
AIDS Day:	\$45
<u>Remembrance Day:</u>	<u>\$65</u>
Total Spent	\$360
<u>Budget Allocation:</u>	<u>\$400</u>
Budget Surplus/ (Shortfall)	<b>\$40</b>